

SSOW – Working at height from warehouse steps/ podium platforms.

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Scope of Activity:	Safe system of work covers Forkway Engineers working at height from warehouse steps/ podium platforms. It does not cover the tasks/ activities being undertaken when working from the warehouse steps/ podium platforms. These will be covered in the relevant risk assessment and safe system of work for the tasks/ activities being undertaken.
Applicable Risk Assessment:	RA 004 – Working at height from warehouse steps/ podium platforms.
Hazards Expected:	As identified in the applicable risk assessment.
Mandatory PPE:	Overalls Safety boots Nitrile gloves Safety glasses High visibility clothing (vest as minimum) Ladder Harness Belt (EN 358 standard) Snap hook/ Scaffold Hook (EN 362 standard) connected to Karabiner (EN 362 Standard)
Additional PPE (as required):	Bump cap (if working in area/ position with poor head clearance) Hard hat (to be worn by any employees left at ground level)
Resources:	Competent engineer (s) Barrier tape

Manning:

Field service engineer(s) reporting to an Engineering Manager who is responsible for providing information, instruction, supervision and ensuring that the engineers are suitably trained. In turn the Engineering Manager reports to the Senior / Regional Business Manager who in turn reports to the Regional Engineering Director.

Engineers will take full responsibility for:

- Customer contact, authority to carry out the task, signing and implementing customer work permits and following customer site rules;
- Establishing with the customer and working in a safe area and environment;
- Ensuring that a risk assessment is in place, is suitable and sufficiently covers all hazards;
- Familiarising themselves with the equipment operator and maintenance manuals;
- Ensuring all maintenance and repairs are completed in accordance with the manufacturer's manual.

Safe Working Method:

- Upon arrival on site you must sign in where applicable and make contact with the designated site contact. You must ensure you have completed any necessary inductions and any permits to work or other documentation required by customer have been completed;
- Agree with the site contact a designated safe working area in which to carry out all operation

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- Avoid work in areas with high volumes of vehicle or pedestrian movements or areas that are in close proximity to fixed objects;
- Where this cannot be avoided, a cordon should be made around the working area.
- Ensure work area is visible to site traffic. Avoid working at blind corners, etc.
- Ground conditions must be firm and level. Ensure ground conditions are strong enough to hold capacity of the warehouse steps/ podium platform;
- Ensure area is well clear of drains, manhole covers or any soft/ weak ground conditions;
- Continue to dynamically assess ground conditions throughout task and remain vigilant for anything that may change the ground's load bearing capacity (heavy rain, etc.).
- Ensure there are no high voltage electrical lines overhead;
- Check for other overhead obstructions or hazards such as pipes or telephone lines. If pipes are present check with customer what runs through the pipe before proceeding. If the contents running through the pipe are harmful to human health seek an alternative area;
- Ensure there are no moving obstructions which could impact the warehouse steps/ podium platform. If moving obstructions are or could be present ensure they are isolated and locked off before starting;
- Ensure weather conditions, especially wind speed, are suitable. Do not use outdoors in high wind, rain, ice or snow;
- Discuss the use of the warehouse steps/ podium platform with the customer contact and ensure they inform their employees not to enter the cordoned area throughout the task;
- Ensure the equipment under repair is isolated to prevent it moving during the repair
 - Parked on firm level ground with park brake applied. Chock wheels if necessary;
 - Keys removed and kept in possession of engineer throughout entire task;
 - Do not use tag fitted;
 - Elevated components or ones that could move must be secured/ supported with chains, slings, blocks or similar to prevent unexpected movement;
- Check maximum basket weight capacities for platform area. Ensure these values are not exceeded;
 - Remember to consider the weights of not only the occupants but all parts, tooling, etc.
- Only one person is permitted to work on the warehouse steps/ podium platform at a time;
- Complete pre use checks on the warehouse steps/ podium platform following manufacturer's instructions. As a minimum, check specifically that:
 - There are no bends, twists, cracks or breaks in the framework;
 - The steps and platform area are in good condition, secure, free from defects with sufficient grip;
 - The steps and platform are free from any contamination (oil, grease, other liquids, frost or ice);
 - Ensure wheels are fully retractable and the warehouse steps/ podium platform sits level and secure on its legs without wobbling or moving in any way;
 - Ensure item is CE Marked;
 - Ensure it is within current thorough examination (6 months);
 - If defects are found, take warehouse steps/ podium platform out of service and affix a do not use tag. Inform line manager;
- Complete pre-use checks on ladder harness belt and associated items

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- Ensure items are free from defects;
- Ensure items are CE marked and to the correct standards;
- Ensure items are within current thorough examination (6 months);
- Once happy fit and adjust to suit;
- Manoeuvre the warehouse steps/ podium platform on its wheels and park at a suitable position within the cordoned area;
- Retract the wheels and check the stability;
- Access the warehouse steps/ podium platform via the correct route. Ensure that access routes and your hands and feet are free from oil, grease, ice, dirt, water or anything else which could make them slippery and ensure you maintain three points of contact at all times when accessing or egressing;
- Once in the platform area, close and lock any gates/ barriers that might be present and look for a suitable anchor point to secure yourself to. Once satisfied of the anchor point's security and suitability secure your snap hook/ scaffold hook to it;
- Work must only be undertaken from the working platform area. Do not work from steps under any circumstances.
 - You must never attempt to climb on guard rails or work from any other additional piece of access equipment placed on the platform area;
- Minimal amount of tools, parts or other items required should be carried when using the warehouse steps/ podium platform. All items, where possible must be stored neatly in a suitable small box within the platform area
 - Ensure there is enough room remaining for your feet and person to sit comfortably on the platform;
- If a necessary adjustment of the position of the warehouse steps/ podium platform is required you must adjust its position from ground level. You must never the position whilst still on the platform under any circumstances;
- Ensure all persons remain fully clear of cordoned area throughout entire task. Stop task immediately if someone enters the cordoned area;
- Once the task is complete, come back to ground level and manoeuvre the warehouse steps/ podium platform away from the work area to a designated safe parking/ storage area;